

ADMINISTRATIVE - INTERNAL USE ONLY

SM 75-5044

16 JUN 1975

MEMORANDUM FOR: Deputy Director for Administration  
SUBJECT : Special Briefing for State Department  
Officers

1. Attached is a copy of the program for the second special briefing to be conducted for State Department officers in the Auditorium on Wednesday, 25 June. Your presentation is scheduled from 1100 to 1145. I hope you will leave 10 to 15 minutes of the allotted time for questions.

2. The State Department is giving the "Day at CIA" a good deal of in-house publicity and I feel that we should do the same. Indications are that perhaps as many as 300 Department officers are planning to attend. As we did last year, we are suggesting that Agency officers inform their contacts and friends at State of the visit, and I have asked the Senior Training Officers to spread the word of the visit throughout their Directorates. We are also encouraging our officers to have lunch with their State Department friends during the luncheon period to personalize the visit. During the lunch period, although not listed on the schedule, NPIC and OTS displays will also be shown in the rear of the Auditorium.

3. A list of attendees is expected within the next week and will be forwarded to your office as soon as received.

STATINTL

Alfonso Rodriguez  
Director of Training

Att.

Distribution:

- O & 1 - Adse
- 2 - DTR
- 2 - II
- 1 - TAP

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY